

**ELIZABETH CITY STATE UNIVERSITY**  
**Student Policy on Use of Electronic Boards**

**Preamble**

Elizabeth City State University is committed to disseminating information in various formats. The University has three electronic message boards to display public announcements. The purpose of the electronic message boards is to promote events of wide interest to the University community and the community at large.

The electronic message boards are located on the corner of Weeksville Road and Herrington Road, the Bowling Center and in the curve of Viking Drive near Bedell Cafeteria. They are viewed by the university community and the general public and represent the university. The electronic message boards will, therefore, be operated in a manner that is conducive to protect the university welfare and integrity. This policy will govern the guidelines and use of the electronic message boards located on Viking Drive near the Bedell Cafeteria and the Bowling Center.

**1. Guidelines:**

- a. Messages must be submitted 10 business days prior to the beginning date of the display with no exceptions.
- b. Messages should not exceed one frame of three lines, 16 characters/spaces per line.
- c. Messages must be typed or printed plainly on the "Electronic Message Board Request" form.
- d. The request form must be signed by the club advisor and attached to a "Student Activity Request" form with the appropriate signatures.
- e. Messages will be edited for simplicity, clarity and conformity issues.
- f. Messages are subject to the constraints of priorities and electronic or mechanical limitations.
- g. The number of messages that may appear in any given time period is limited.
- h. The Director of Student Activities or the Ridley Complex Building Coordinator will manage and approve all messages for the electronic message boards located on Viking Drive and the Bowling Center.

**2. Examples of Appropriate Messages:**

- a. University events
- b. Clubs and Organizations events
- c. Student Government events
- d. Student Activities events
- e. University brand messages
- f. Official university announcements and emergency notifications

**3. Examples of Prohibited Messages:**

- a.** Tobacco, alcoholic beverage, gaming and other addictives or age-restricted activities, regardless of sponsorship of the event are prohibited.
- b.** Personal messages such as birthdays, anniversary, love notes, etc., are prohibited.
- c.** Promotion of political, editorial or other statements of opinion is prohibited.
- d.** Messages expressing racist, sexist, false, misleading or deceptive viewpoints are prohibited.
- e.** Messages must not state or imply University endorsement or approval of any goods or services.
- f.** Solicitations of employment, membership or petition signatures are prohibited.
- g.** Messages from outside agencies are prohibited unless endorsed and sponsored by a University affiliated club or organization on campus.
- h.** Use of this service for commercial interest is prohibited.
- i.** Profane language is prohibited.